



# **International Programs**

Chemeketa Community College

**HOMESTAY STUDENTS MANUAL**



# International Programs

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Chemeketa Community College

# International Programs Homestay Students Manual

Property of \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

E-mail \_\_\_\_\_

In case of an emergency, please contact \_\_\_\_\_

Name of contact \_\_\_\_\_ Phone \_\_\_\_\_

My Host Family is \_\_\_\_\_

## International Programs Directory

If no one answers at these numbers, call Public Safety and they can try alternate numbers to reach us.

**International Programs Office** . . . . . 503.365.4686

international@chemeketa.edu

Phone is answered by the Ambassador team who can refer you to a staff member.

**Teter Kapan, Director International Programs** . . . . . 503.399.5141

teter.kapan@chemeketa.edu . . . . . Emergency Cell Phone 503.428.0399

## Reporting an emergency

Public Safety Office (from campus) . . . . . x5023

Public Safety Office (from off-campus) . . . . . 503-399-5023

Red Phones . . . . . pick up receiver-direct, auto dial

Life threatening emergency. . . . . 911

## Weather/Emergency Closures

In the event of inclement weather or other conditions, information on class cancellations, college closures, and revised class schedules can be obtained by:

1. Calling 503.399.5000 for a recorded message, or
2. Checking the website <http://flashalert.net>, or
3. Listening to your local television or radio broadcast stations, including Portland metropolitan.
4. Signing up for emergency texts at [alerts.chemeketa.edu](http://alerts.chemeketa.edu)

Chemeketa Community College • 4000 Lancaster Dr. NE • PO Box 14007, Salem, OR 97309-7070 • [www.chemeketa.edu](http://www.chemeketa.edu)

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# Contents

International Programs Directory . . . . .	1
Reporting an emergency . . . . .	1
Weather/Emergency Closures . . . . .	1
What is the Homestay Program? . . . . .	7
Who are the students? . . . . .	7
Who are the families? . . . . .	7
Academic Year . . . . .	7
Time . . . . .	7
Benefits of Living with a Host Family . . . . .	7
Fees and Payments—Policies . . . . .	8
Homestay Program Fees . . . . .	8
What is included in the fees? . . . . .	8
What is NOT included in the fees? . . . . .	8
Homestay+Plus Program . . . . .	8
What is included in the fees? . . . . .	8
Deposit . . . . .	9
Student Vacation . . . . .	9
Fee Payment . . . . .	9
When your Host Family Goes On Vacation . . . . .	10
What to Expect . . . . .	10
American Houses . . . . .	11
Your Bedroom . . . . .	11
Food . . . . .	11
Transportation . . . . .	12
Medical Insurance . . . . .	12
Other Insurance . . . . .	12
Coming Home Late . . . . .	12
Meals and the Kitchen . . . . .	12
Bathroom . . . . .	13
Bedroom . . . . .	13
Washing Clothes . . . . .	13
Housework (Chores) . . . . .	13
Daily Life in the USA / Everyday Situations . . . . .	14
Eating . . . . .	14
Bath/Shower . . . . .	15
Toilet . . . . .	15
Kitchen . . . . .	15
Garbage and Recycling . . . . .	15
Privacy . . . . .	15

Pets . . . . .	15
Phone Calls . . . . .	15
Going Out with Your Host Family . . . . .	16
Restaurants . . . . .	16
Activities/Outstanding . . . . .	16
Celebrations . . . . .	16
Religion . . . . .	16
American Culture—Some Possible Differences. . . . .	17
Individualism . . . . .	17
Equality . . . . .	17
Children and Senior Citizens. . . . .	17
Informality . . . . .	18
Time . . . . .	18
Culture Shock . . . . .	18
Culture Shock and Host Family Relationship . . . . .	19
What You Can Do About Culture Shock . . . . .	19
Intercultural Communication . . . . .	20
Direct and Indirect Communication . . . . .	20
Eye Contact. . . . .	20
Communication Across Culture. . . . .	21
The Purpose—Speech Pattern . . . . .	21
Misunderstanding and Problems. . . . .	21
Types of Problems. . . . .	21
Communication. . . . .	21
International Program Support . . . . .	22
Serious Problems. . . . .	22
Other Harassment. . . . .	22
How to Change Your Accommodation . . . . .	22
Move to a Different Homestay . . . . .	22
Move to a Private (Independent) Rental . . . . .	22
To Leave Your Homestay. . . . .	23
Termination Notice . . . . .	23
Security Deposit . . . . .	23
Host Family and Student Expectations . . . . .	24
<b>Appendix 1</b>	
A Crash Course in Culture. . . . .	27
Some Perceptions and Values that Differentiate Cultures . . . . .	28
Achievement/Ascription . . . . .	30
Communication Styles . . . . .	31
Non-Verbal Communication . . . . .	32

Other Culturally Influenced Concepts. . . . .	33
<b>Appendix 2</b>	
Host Family and Student Expectations. . . . .	34
<b>Appendix 5</b>	
Student Homestay Evaluation. . . . .	34
<b>Appendix 5</b>	
Student Homestay Evaluation. . . . .	35
<b>Appendix 6</b>	
Statement of Deposit . . . . .	37
<b>Appendix 7</b>	
Termination Notice—Homestay . . . . .	39



As an international student who has chosen to study in the U.S., you've come a long way from home and we want to ensure that your time here is safe and enjoyable. You have several options for housing and one is an American family homestay. This student manual will help you during your transition and provide you with valuable information about what to expect if you would like to participate in our homestay program. Please take the time to read it and familiarize yourself with its contents so that you can better prepare yourself for the challenges you may face during your adjustment to American culture.

And remember, we are always available if you have questions or concerns, so come visit us in the International Programs office.

Best wishes for a happy homestay!

### International Programs Office

Phone is answered by the Ambassador team who can refer you to a staff member.

503.365.4686      international@chemeketa.edu

### Director, International Programs

Teter Kapan

503.399.5141      teter.kapan@chemeketa.edu

503.428.0399 (Work Cell Phone)



### Chemeketa's Diversity Statement

*We are a college community enriched by the diversity of our students and staff. Each individual and group has the potential to contribute to our learning environment. Each has dignity. To diminish the dignity of one is to diminish the dignity of us all.*

It is the policy of Chemeketa Community College and its Board that there will be no discrimination or harassment on the basis of race, religion, color, sex, age, national origin, ethnic origin, sexual orientation, gender identity, marital status, citizenship status, disabilities and tobacco usage in any educational programs, activities or employment. Persons having questions about equal opportunity/affirmative action should contact the Affirmative Action Officer at 4000 Lancaster Dr. NE, Salem, Oregon 97309-7070, or call 503.399.4784. To request this publication in an alternative format, please call 503.399.5192.



# What is the Homestay Program?

International Programs (referred to as IP) offers the opportunity for American families and international students to share a living space and exchange cultural perspectives.

- The Homestay Program is designed for students who want to experience daily interaction with an American family.
- The families interviewed are carefully chosen for their interest in other cultures and for their commitment to helping international students adjust to a different cultural environment.
- IP carefully inspects and selects homestay homes.
- IP members are committed to assisting homestay students and host families.

## Who are the students?

CCC hosts international students of all interests, language abilities, ages, and cultures. We have students with experiences on every continent and from myriad of cultural groups. Some come to study English for a few terms and others to complete a degree program.

## Who are the families?

The U.S. is a multicultural society, so although all hosts speak fluent English, their families may be from Europe, Asia, and Latin America, Africa or another location. Some host families may have children; others do not. Some possible kinds of host family are:

- Parents and children
- Young couples/partners
- Single men or women
- Grandparents
- Retired individuals
- Single mothers and children
- Single fathers and children

## Academic Year

Chemeketa offers three eleven-week terms per year and students may start during any term.

- Fall Term
- Winter Term
- Spring Term

## Time

Host families are expected to welcome students into their regular family life. Busy families are normal, but you can expect the following:

- Share dinner, as a family, at least once per week.
- Have casual conversation on a regular basis.
- Be included in some family outings.
- Spend some time with your hosts on weekends or holidays.

## Benefits of Living with a Host Family

- Learn about USA and American customs and celebrations
- Share your culture with Americans
- Know what American homes are like
- Experience American family life style
- Try American food
- Learn English faster
- Students don't need to buy furniture
- Students don't need to budget for high utility bills

# Homestay Basic

## Homestay Program Fees

- The Homestay payment is \$400 per month.
- This \$400 must be paid directly to the host family every 30 days.
- The student is expected to live with his/her host family the entire first term (3 months).
- The student must give their host family a 30 day notice and sign a termination agreement if they wish to move out.
- The Homestay fee is due on the same day as your arrival date every month. (For example: You arrived at the Homestay on the 23rd of August. Their fees are due on the 23rd of each month.)

## What is included in the fees?

The monthly Homestay fee of \$400 includes:

- Internet access for the student personal computer.
- A private room.
- Basic bedroom furniture (bed, desk, bedding, dresser and/or closet, light to study)
- One meal per week.
- Utilities.

## What is NOT included in the fees?

- Personal items (toiletries, clothes, books).
- Long distance telephone calls.
- Insurance for personal items (electronics, cameras).
- Daily food.

# Homestay+Plus Program

The Homestay plus program is for families who feel they can provide meals to the student every day. This program is open to any family in the Homestay program, but it is less common. Most of the manual will refer to the regular Homestay program but everything except the issue of meals applies to the homestay plus program as well.

- The Homestay plus payment is \$550 per month.
- This \$550 must be paid directly to the host family every 30 days.
- The student is expected to live with his/her host family the entire first term (3 months).
- The student must give their host family a 30 day notice and sign a termination agreement if they wish to move out.
- The Homestay fee is due on the same day as the student's arrival date every month.

## What is included in the fees?

The monthly homestay plus fee of \$550 includes:

- Internet
- A private room
- Basic bedroom furniture (bed, desk, bedding, dresser and/or closet, light to study.)
- Food for all three meals.
- Breakfast . If host does not cook breakfast as a general rule, it can be self-serve, but should include a hot & cold option.
- The family doesn't need to cook a big meal for breakfast and dinner but should

provide a home cooked meal at least 3 times per week.

- Food from the fridge or freezer to reheat the rest of the time is fine.
- Religious and health related needs should be addressed in advance so Hosts can make reasonable food.

## Deposit

- The student must pay a \$200 deposit to their homestay family on the day they move in.
- It is preferred that students move out of homestay at the end of a term before new students arrive so that the home is available to new students.
- The deposit will be returned to the student on the day they move out if the student:
  - Stays the entire first term.
  - Signs a termination agreement at least 30 days prior to moving out.
  - Owes no money to the family.
  - Has not damaged anything.

## Student Vacations

### Fee Payment

1. If the student is away on vacation for 7 nights in a row or less, they should pay the normal Homestay fee.
2. If the student is away for 8 nights in a row, or up to 30 nights, they should be refunded 50% of the prorated daily rate per night away.

#### For example

- Monthly payment is \$400 or \$550
  - Prorated daily rate is  $\$400/30 = 13.34$  (\$13),  $\$550/30 = \$18.33$  (19)
  - Refund is 50% of  $\$14.00 = \$7.00$  per night away, 19 = \$9.50
  - *If the student is away for 9 nights the refund would be \$63.00 or \$85.50*
3. If the student will be away for more than 30 days they should sign the termination agreement and move out of the Homestay family or see IP for other options.
  4. Students must request the refund at the beginning of the month when they are planning to take vacation so that host families do not buy groceries or other items for them.
  5. If a student is planning to return home over a break period such as summer, it should be clearly discussed and agreed upon whether or not the student will return to the home in the fall. This agreement should be in writing and placed with international programs.
    - In general, International Programs does not recommend that host families store items for students over long break periods.
    - If a student plans to return to the home in the fall and the host family has agreed, the host family should continue to hold onto the deposit.
      - If the student changes their mind and does not return, the deposit should not be refunded unless the host was able to easily receive another student.
      - The student's bedroom should be cleaned thoroughly by the student with easy availability for the host family to accept special programs students over the summer.

## **When Your Host Family Goes On Vacation**

- Your host family may go away on vacation during your stay (T=Please tell us if they do).
- If your family will be away for more than a couple of days, you should tell International Programs.
- If your family goes away and you remain at home, they should provide you with everything you will need while they are away.
- If you are on the Homestay Plus program, the host family must provide you with food while they are away or money to buy it.
- Be sure to get emergency telephone numbers to contact them or someone else if you need to.
- If your host family invites you to join the vacation, you should talk to them about how much it will cost (ask about accommodation, transport, meals, etc.).
- If you stay home without the family, you should not have guests unless your family has given you permission.

## **What to Expect**

The following information will provide you with tips and guidelines on American cultural norms as they relate to housing, food, transportation, insurance, and everyday living.

## American Houses

- Most American houses are made from wood.
- In Salem, most families live in a house with a private yard or a townhouse, and sometimes in an apartment.
- American houses normally have a kitchen with a cooking area and an eating area (many houses also have a separate dining room used for the evening meal).
- The living room usually has comfortable seats, a television, and stereo.
- There might be a fireplace in the living room.
- Many family houses will have an extra room in the basement for television or games.

## Your Bedroom

Your bedroom may be on the top floor (upstairs) or on the lower floor (basement). You will have your own bed in a private room with basic furniture.

- Normally, there are 2 sheets and blankets on your bed.
- When you make your bed, tuck the sheets under the mattress.
- Normally, you should wash your sheets once a week.
- You should sleep in between the two sheets.
- Your room should also have a desk and chair for you to study.
- The lighting should be good for reading and writing.
- You may want to have personal things to make your room more comfortable.

**You are responsible to keep your bedroom clean.**

### Tip-Comfort

If something about your room is uncomfortable, you may talk about additional needs with your homestay family.

For example: "The temperature in my room is colder than I am accustomed to. Could you give me an extra blanket?"

Or: "The light in my room is not very good for reading. Is there another lamp I could use?"

***Remember Americans tend to communicate very directly so it is best if you tell them exactly what you need.***

## Food

- Americans eat many kinds of fresh fruits and vegetables.
- Meat and potatoes are common items.
- You may find American food "heavy" or "greasy" at first.
- Try to balance cooked meals with fresh fruit and vegetables for snacks.
- If you have any food allergies, you should tell your Homestay family.

### Tip-Food preferences

If there are foods you really dislike, or foods you really want, you should talk to your Homestay family about your preferences. They will try to accommodate your preferences. For example:

"At home I eat rice for breakfast. Would it be possible for me to cook rice in the morning?"

Or: "I don't eat pork. Would it be possible for me to have something different at family meals?"

***This is another time when it is good to remember to be very direct. It is not considered rude in the US to let someone know if you need a special diet.***

## **Transportation**

- Your Homestay family will help you understand where to get a bus to and from the college and will ride with you the first time.
- They can also help you understand the bus schedule.
- Your Homestay family will not allow you to use their car because of insurance complications.
- Sometimes your Homestay parents may drive you to a location; however this is a courtesy, not a responsibility.

## **Medical Insurance**

- All Chemeketa international students must have medical insurance.
- It is a good idea to provide your Homestay parent(s) with a copy of your insurance papers in case of an emergency.

## **Other Insurance**

- If you have expensive personal items (a laptop or camera) you may have already purchased insurance in your own country.
- If you do not have insurance, ask your host family if they have insurance that would cover your items in the case of theft or fire.

## **Coming Home Late**

- American families typically are home earlier at night than many families in other cultures. If you will be gone past midnight, please communicate with your host family.
- If you wish to have a guest in the home late at night or overnight please discuss this with your host family first.

## **Tip-Late night activity**

- It is normal for students to be awake when the family is asleep. You might want to study, e-mail, or telephone your family late at night.
- Remember to be quiet and ask your family if your late night activity disturbs their sleep.
- What time do you wake up during the week? On weekends?
- Is there a time you must be home by "curfew"?
- If you're going to be late, when should I call?

## **Tip-If you are late**

- Americans value time and punctuality. If you're going to be late, your family will expect a telephone call.

## **Meals and the Kitchen**

- What time and day is family meal?
- Clean the kitchen after each use.
- Where are glasses/ dishes / utensils kept?
- How does the stove / microwave work?
- What is the dish washing procedure?
- Are there times I cannot use the kitchen?
- Where should I store my food?

## Bathroom

- Can you show me how to operate the shower / bath / shower curtain / toilet?
- When is a good time to shower / bathe?
- How often may I shower / bathe?
- How long can I stay in the shower / bathe?
- Where are cleaning supplies kept?
- Where can I find the mop or rags?
- Where should I put dirty towels?

## Bedroom

- Should I make my bed every day?
- How often should I clean my room?
- Will anyone else in the family enter my room?
- If I am too cold or too hot, what should I do?
- How does the vacuum work?

## Washing Clothes

- When is a good time/day to wash my clothes?
- Where should I keep my dirty clothes?
- How do I operate the clothes washer and dryer?

## Housework (Chores)

Your host family expects you to behave as a member of the family. Americans usually share household work regardless of gender; your host family will appreciate it if you offer to help with general chores. You can offer the following:

- Set or clean the table
- Wash dishes or tidy the kitchen
- Tidy the bathroom after each use
- Pick up your personal items from shared areas of the home and keep them in your bedroom
- Clean up your own bedroom including vacuuming, dusting, changing the bedding, and doing your own laundry.

If you have time or interest, you could also offer to

- Help prepare a family meal
- Assist with recycling or other chores
- Play with children

Your host family should not expect you to:

- Baby-sit or do manual labor in the yard

**You should never agree to do extra work in exchange for your accommodation fees. This could be considered illegal and cause problems with your immigration status. Even being paid \$20 to walk the dog is illegal work.**

## Daily Life in the USA / Everyday Situations

- "Good morning" is said when you first see someone in the morning.
- "Good night" is said when you are going to bed.
- "Hi" or "Hello" are used at other times of the day
- "How are you?" or "How are you doing?" Is often used as part of a greeting; most people simply reply "Fine. Thanks. "
- Americans often ask, "How is it going?" (Which sounds like "Howzit goin?") This is also a greeting. You can reply, "Good, thanks." Or "Fine, thanks."
- Learn how to say "Please" when you ask for a favor.
- Learn to say "Thank You" when given help.

### Eating

If your hosts offer you more food and you say "no thanks," they may not offer a second time.

If you want more food, you should accept the first offer or ask "May I please have some more?"

### Table Manners

- Most meals are eaten with a knife, fork, or spoon.
- It is acceptable to use your hands for certain items such as: sandwiches, hot dogs or hamburgers, pizza, toast, chicken wings or drumsticks, tacos, corn on the cob, fruit, or food served with dips (chips, raw vegetables sticks, bread - Never dip a second time once the food has touched your mouth).

### It is considered polite to–

- Chew with your mouth closed.
- Talk without food in your mouth.
- Never spit food out of your mouth onto the plate. Always use a napkin.
- Not use your fingers to push food onto your spoon or fork.
- Keep your knife away from your mouth.
- Eat quietly without slurping.
- Pick food out of your teeth in private (not at the table).
- Ask for items to be passed to you (For Example: "Please pass the salt").

### Bath/Shower

- You will probably share a bathroom with other members of your family.
- It is usual to leave the bathroom door open when it is not in use. Close the door when in use. If the door is closed knock before entering.
- Most American bathrooms have the toilet, sink, and shower, or bath tub in one room.
- American bathrooms do not have drains in the floor; water can only be drained from sink or bath tub.
- Often the shower is inside the bath tub with a curtain or door to keep the water from spraying outside the bathtub area.
- After using the bath, shower, or sink it is polite to wipe up any water you have spilled.
- Dirty or wet towels may be hung to dry or put in a laundry basket (ask your family)
- If there is one tap, the temperature can be adjusted by turning the tap left or right. Turning left will usually make the water hot. Turning right will usually make the water cold.
- To adjust water temperature there may be two taps. The left tap is usually hot – it will have the letter H or a red colored marking, the right tap is usually cold – it will have the letter C or a blue colored marking.
- Most Americans shower in the morning or evening. Ask what the family pattern is. People usually wash their hair in the shower.
- If you prefer to bathe in the evening, try to take your shower or bath before 9:30 p.m.
- The hot water systems in the U.S. use a boiler. If you take a long shower, there may not be



enough hot water for the next person.

- Try to limit your shower time to 10 minutes.

### **Shower**

1. Step into the bathtub and pull the curtain or door closed. (It is important to close it completely to keep the water inside the bath area).
2. Be sure the curtain is inside the bathtub.
3. Turn the hot and cold taps in the bathtub until you have a good temperature.
4. Pull or turn the knob to make the water flow from above instead of from the faucet.
5. When you turn the water off, remember to reverse the water flow back to the faucet by adjusting the knob.

### **Toilet**

1. Used toilet paper should be put in the toilet
2. Do not put any other garbage down the toilet
3. As a courtesy, men should put the seat down after use.
4. If the toilet is dirty from your use, clean it with toilet brush before leaving the bathroom?

### **Kitchen**

- Your host family may have appliances you do not know how to use. Ask for instructions if you do not know how to use them.
- Try to observe where things are stored in the kitchen and replace items where you found them.
- Ask your host where they want you to store your groceries and cooking tools.

### **Garbage and Recycling**

- Most American families recycle paper, glass, and metal products.
- Ask your hosts their procedures for recycling.
- Some families may also compost organic waste for their garden.
- Ask your family if they compost and how to proceed.
- Learn how to use the garbage disposal in the sink.

### **Privacy**

- Americans value privacy and personal space changes across cultures. Ask your host about this.
- Normally, if a person wishes to be alone they will go to their room and close the door. (However, if this is done too often others may think the person is not interested in the family).
- If you want privacy or quiet, it is acceptable to close your door.
- If family members wish to enter your room, they should knock.
- If children want your attention, you can tell them you need to study and close the door.
- If you want someone's attention and the door is closed you should feel comfortable to knock and ask for them.

### **Pets**

- Many Americans have pets that live inside the house.
- This may include dogs, cats, birds, or other animals.
- Americans often see pets as part of the family and pets are often free to enter all rooms.
- If you do not want animals in your room, it is acceptable to close your door and explain to your hosts that you are uncomfortable having the pet in your room.
- Ask your family about rules regarding pets. For example, some families do not like their cats to go outside or only let their dogs outside if a family member is present.

### **Phone Calls**

- Students have basic access to host family phone, but it's important to talk with your family about how and when to use it.

- We recommend that you get a cell phone for personal use or that you buy a prepaid phone card.
- If you are calling directly, follow this pattern:
  - DIAL 011 + COUNTRY CODE + CITY(or AREA)CODE + LOCAL NUMBER
  - If the city or area code starts with a 0, omit the 0.
- For detailed instructions or codes, please read the Telephone Book. Ask your host family to help you.
- If you are having difficulty, you may dial 0 for operator assistance.

## Going Out with your Family

You may be invited to join your family for an activity, outing, restaurant meal, or even a vacation. It is a good idea to discuss financial expenses with your family before accepting the invitation. Some families will have the ability to pay for you, but others may not be able to pay extra.

- If your host family pays for your activities, you should thank them.
- You might also want to consider making a special meal for them or share a small cultural gift as a token of thanks.

## Restaurants

- If your family invites you to a restaurant, normally you should pay for your meal, unless it is the weekly meal or if you are in the Homestay plus program, then your family should pay.
- If it is a special occasion or an expensive restaurant, you may be asked to contribute to the cost.
- If you are unsure, it is **OK** to ask your family about who will pay. Politely decline if you cannot afford it.

## Activities/Outings

- Your host family will probably want to take you out to experience American lifestyle
- If you are invited to join an activity, be sure to ask your family what you should bring and if you will need money.
- If your host family says that you should pay, and you don't want to spend the money, it is OK to say "no thank you" and stay home or do a different activity.
- If you are not interested or have different plans, tell your family, for example: "Thank you for the invitation, but I have to study for my exam."

## Celebrations

- Try to enjoy celebrations and learn about American lifestyle and values.
- Ask questions and learn if the traditions in your family are the same for all Americans or specific for your family and their background.
- Share the special celebrations from your culture.

## Religion

Your host family may or may not be religious. Many different religions are practiced in the US, and Americans are free to choose their own form of spiritual practice.

Some American families go to church or worship services weekly; other families only attend during religious holidays, and others do not practice religion.

**It is important for both you and your host family to respect religious differences.**

- If you want to practice your religion, your host family should not interfere.
- If you practice religion at home, then you will need to talk to them about when and where it would be appropriate.

- If you use candles or incense in your practice, ask your family if this is OK. They might worry about fire.
- If your host family invites you to attend their worship service, you may choose to accept or politely decline.
- If you choose to attend a worship service as a part of your cultural education, you should not feel that it is necessary to continue to attend.
- You should never participate in any religious worship that makes you feel uncomfortable.

## **American Culture—Some Possible Differences**

American culture will probably be different than your own culture. The differences may be large or small. Some differences may bother you, others will not. It is important to remember that the cultural differences you experience are all part of your learning adventure. Try to be patient, open-minded, and most of all to keep your sense of humor. You can read about some main differences below.

### **Individualism**

- Americans value individualism.
- Most Americans are independent and may not depend on their family in the same way as people in your culture do.
- Individuals are expected to make their own decisions.
- Individuals are responsible for themselves.
- American children are taught to think critically, make individual choices, and be independent.

### **Equality**

- Americans value equality.
- They consider all individuals in society as equal with equal rights and opportunities.
- Women and men are equal in American culture.
- Status is not determined by sex, age, race or social rank.
- Equal forms of respect are shown to all levels of individuals. Respect can be earned or lost.

### **Children and Senior Citizens**

Because Americans value independence and equality they may have different attitudes than your culture toward the treatment of children or seniors.

- Children often speak directly about their opinions or preferences.
- Even young children are permitted to express disagreement with their parents.
- Seniors often live alone and are independent.
- All age groups can be found to discuss and challenge each other's ideas regardless of status.

### **Informality**

- Perhaps because Americans value equality, they are often quite informal.
- It is normal to be asked to use first names by older people or people in superior positions (instructors, host family, or manager in a work situation).
- American dress is also usually informal. People often wear casual clothes to work and school.
- Informality should not be confused with a lack of value.

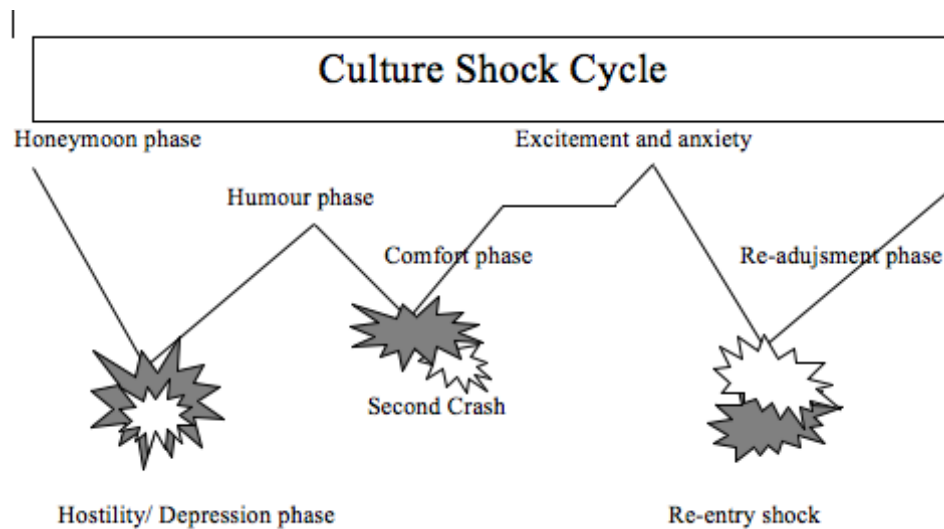
## Time

- Americans value punctuality.
- It is considered disrespectful to be late.
- If you are going to be late for an appointment, it is a good idea to telephone and say you will be late.
- Because Americans like to be on time and value schedules, they may seem to be very busy.
- Time orientation may vary between professional and personal lives.

**Culture Shock** is the personal disorientation a person may feel when experiencing an unfamiliar way of life due to a visit to a new country, a move between social environments, or simply travel to another type of life.

Most people who live, study, or work in another culture experience culture shock. Culture shock is normal and will stop after some time. It is caused by experiencing many cultural differences which can make you tired. Some people become angry, but others become depressed. Some possible symptoms include:

- Disorientation and anxiety
- Homesickness
- Depression and withdrawal
- Weight gain or loss
- Difficulty sleeping
- Lack of energy
- Confusion and anger
- Difficulty focusing on studies
- Stress from the unfamiliar freedom from parental supervision
- Guilt from choices made due to this unfamiliar freedom
- **Honeymoon Phase:** when you first arrive you are curious and everything is exciting.



- **Hostility/Depression Phase:** Confusion about the new culture can make you feel sad or angry. "I hate this place. I want to go home."
- **Recovery/Humor Phase:** You feel better and can laugh at your mistakes. "I did the silliest thing yesterday."
- **Second Crash:** Some people experience another "down" in the cycle because they were feeling confident in the new culture and suddenly feel uncomfortable again.
- **Comfort Phase:** You begin to feel totally comfortable in the new culture. "This place feels like home."
- **Excitement and Anxiety:** Before you return home, you may experience excitement and anxiety about the return home, exams, and saying goodbye to friends.
- **Re-Entry Shock:** Often when people return home, they experience discomfort because they have changed. "Nobody understands" is a common feeling.
- **Re-Adjustment Phase:** You begin to feel normal again.

### **Culture Shock and Host Family Relationships**

- Your experience of culture shock may affect the way you feel about your host family or your new home.
- If culture shock affects your mood or behavior, it is important to talk to your host family so they will understand how you feel.
- Your behavior during the low phases of culture shock may also confuse your family.
- Because the experience of culture shock can be emotional, often words or actions can be misunderstood.
- All new relationships take time and patience.
- Living with a new family and the experience of culture shock can be difficult, but it will pass.

### **What You Can Do About Culture Shock**

- Talk to your host family. Explain how you feel and what is difficult for you.
- Talk to International Program staff.
- Talk to your friends or other international students about their experience.
- Practice speaking English as much as possible; language use is very important to understand culture.
- Try to use humor. Laugh at your mistakes.
- Be curious. Remember, this is an adventure. Bring up differences as they arise.
- Get involved. Join a club or a team. Try to stay busy and make friends.
- Remember to eat and sleep.
- Get some exercise.

### **Tip—Culture Shock**

- Remember that culture shock is normal and natural.
- Remember that it will not last.
- Talking to people will help.
- Take care of yourself.

# Intercultural Communication

Different cultures have different styles of communication and communication behaviors.

- Sometimes this can be confusing and cause misunderstanding
- Do not assume that what is normal for you is normal for others.
- Others may not understand your words or gestures the way that you want them to.

## Direct and Indirect Communication

Indirect	Direct
Suggest/Imply	Say what is meant
Avoid confrontation	Say the truth even if it is difficult
Goal is to preserve the relationship	Goal is to exchange information
Non-verbal signals important	Spoken word carries meaning
Use third person to help communicate and "save face"	See third person communication as gossiping or going behind one's back

- Americans often communicate directly.
- They will say what they mean and can be very direct.
- They will appreciate your directness.
- Americans don't use as many non-verbal signals as some cultures.
- Using a third person to communicate in the US is often viewed negatively.

### Example

A student is cold and tries to express this to her host family by rubbing her arms and wearing sweaters. Her host family does not understand that she is cold until she says directly, "I am cold."

## Eye Contact

- Most Americans usually expect you to look at them when you are talking.
- If you do not look at someone when they are talking they may think you are not listening or do not care about what they say.
- If you are interested, it is important to keep eye contact.

### Example

At first, the host mother talked to the student often. After a few weeks she didn't talk as much. The student didn't understand until she heard her host mother telling a friend, "Maybe she isn't interested in what I am saying, or maybe she doesn't understand, she never looks at me when I am talking."

## Communication Across Cultures

Misunderstanding can occur when people from different cultures are communicating. This can happen because of:

- Culture differences
- Language difficulties
- Different meaning of gestures
- Physical behavior
- Different values or systems

It is important to ask questions to be certain you have understood. It is OK to ask people to repeat their words, say them differently or more slowly.

**For example, you can say,**

"Could you please repeat what you said a different way?"

"I understand\_\_\_\_\_. Is that correct?"

"I don't understand\_\_\_\_\_. Could you please explain?"

### The Pause—Speech Patterns

- Different cultures have different patterns of speaking.
- In some cultures there is a space or pause between speakers.
- In other cultures people speak almost at the same time
- Americans sometimes feel uncomfortable when there is silence between speakers.

### Tip—Conversation

- If you feel that your American friends are not giving you enough time or seem to speak for you, it is OK to say, "I am thinking" or "One moment please."
- Then they will usually wait patiently for you to speak.

## Misunderstandings and Problems

Life with a family can have wonderful moments and difficult ones. All families have misunderstandings and problems. Most problems can be solved by talking about them with the family. International Program staff is available to assist students and host families with problems that they are unable to solve. Your advisor or the ambassadors can give you advice and assistance.

### Types of Problems

- Many problems are because of different expectations or needs.
- Often problems are because of communication problems.
- Misunderstanding behavior or words can lead to trouble.
- The host family or the student may experience an event that causes changes in the household such as an unexpected family member moving into the home.

### Communication

If you have a problem or a misunderstanding with your host family:

- Talk to them about how you feel.
- Tell them what you need
- Don't be shy to talk to your family.
- Don't assume they will understand without words.
- If you cannot talk to your family, talk to your advisor.
- **Do not leave the problem for a long time. A small problem can become larger if it**

**is not addressed quickly. See an Advisor right away.**

## **International Program Support**

If you have a problem with your host family, you should first try to talk to the family.

The homestay coordinator can help you if:

- You have talked to your family and the problem did not change.
- You need help with translating.
- The problem is cultural.
- You are confused and uncomfortable.
- You want to talk to your host family, but you do not know how to express the way you feel.
- You do not want to insult or embarrass your host family but need to solve the problem.

## **Serious Problems**

Serious problems do not often occur. Host families are all carefully selected and evaluated. However, if you have a serious problem with your host family that you are unable to talk to them about, you should talk to your advisor as soon as possible. Call their cell phone number any time.

## **Sexuality**

- No one in your host family should ever behave inappropriately toward you – that includes all forms of physical and sexual behavior.
- Explain to the person that you feel uncomfortable and if you feel a family member is behaving sexually toward you, speak to your advisor as soon as possible.

## **Other Harassment**

- If you feel that someone in your host family has been disrespectful of you, your culture or your religion, you can tell them that you feel uncomfortable.
- If you do not feel comfortable speaking to your family, ask the homestay coordinator or an advisor for advice or assistance as soon as possible.
- If you talk to your family and nothing changes, speak to your advisor or homestay coordinator as soon as possible.

## **To Change Your Accommodation**

If you want to leave your homestay, you must speak to your advisor. There are different reasons you may want to change your accommodation and there are different accommodation choices. Your advisor will give you advice and help you make the best choice. Remember unless there is a serious issue you may not move out of your homestay until you have completed your entire term with them (3 months). If a host asks you to change they need to give you 30 days notice and also contact International Programs.

## **Move to a Different Homestay**

If you and your advisor decide that it is best for you to have a different homestay experience, the advisor can help you find a new host family.

- Before you can change your homestay, you must consult with your advisor.
- Sometimes people are not a good match and a different situation may be much better.
- Your advisor can help you find a homestay where you will be happy.

## **Move to a Private (Independent) Rental**

Although many homestay students stay with their host family for years, other students may decide to leave a homestay for many different reasons.

- Many students find that after a period of time, they are prepared for independent living.



- Students want to live closer to campus.
- Students find that the homestay experience does not meet their expectations or needs.

## To Leave Your Homestay

- You must notify your host family 30 days before you will leave the homestay.
- It is preferred that students move out of homestay at the end of a term before new students arrive so that the home is available to new students.

You and your host family must sign a Termination Notice immediately and the 30 days is dated from the signing of the Termination Notice.

### Example

You want to move out August 13th

You must tell your family July 13th

You must sign a Termination Notice by July 13th

If there are extra days after your normal rent payment date, you should pay the daily rate for each extra day. (Take total month's rent and divide by the number of days in the month).

### Example

You normally pay your rent on the 20th of each month, but you will be leaving on the 31st of the month. So, you will pay for an extra 11 days.

Prorated daily rate is  $\$400/30 = \$13.33$  (\$14.00)

11 days x \$14 = \$154

You must pay \$154 more

## Termination Notice

- You can obtain a Termination Notice from International Programs or from the appendix at the end of this guide.
- The form must be signed and returned to International Programs for the return of your security deposit.
- The dates you write on your security deposit are the ones that will be followed.
- It is important to understand that in Oregon all renters are required to give a 30 day notice in writing.

## Security Deposit

- Your homestay family will return the security deposit (\$200) if no money is owed to the host family, you have remained at least one full term, and you have given 30 day notice.
- If you have not given 30 day notice, the host family will keep the full deposit to cover your extra days.
- The security deposit will be returned to you on the day you move out and turn in your evaluation form.
- If money is owed, it will be deducted from your security deposit.
- Money owed could include:
  - You moved out the first semester with no justifiable reason.
  - You moved without 30 day notice and/or without the signed Termination notice.
  - You have outstanding expenses in the home.
  - You damaged something in the home.
- Any deductions from your deposit must be documented. The host must provide receipts on any outstanding expenses.

•

## Host Family

### Bedroom

- Provide a comfortable, private room with a bed (sheets, blankets, and pillow), closet, dresser/shelves, desk, chair, and lamp.
- Respect the privacy of the student's bedroom.
- Unless there is an emergency, permission to enter a student's room should be requested.
- Provide internet access.

### Household Chores

- As a member of the family, students should be expected to help with light household chores such as setting or clearing the table.
- If students are interested, they may be encouraged to help with other light chores.
- Students should not be expected to baby-sit for long periods of time, or engage in heavy cleaning or housework.
- Students are not allowed to work in exchange for rent.

### Language Practice

- Many international students choose to live in a Homestay as an opportunity to practice English.
- Host families can help by conversing with students on a number of topics and helping them build their vocabulary, or by explaining movies, television or other contexts.
- Be patient and try to remember that lower level English students may need time and assistance to learn basic words and structures.

### Cultural Exchange:

- As a host family you are the student's representative of American culture.
- Students will perceive the U.S. and American customs through your examples.
- As you share your family customs, you may also want to explain other traditions you are aware of.
- It is also useful to ask students how things are done in their culture in order to allow them to express their experience with cultural difference.

## Student

### Bedroom

- Students should keep their bedroom clean and wash bedding as needed.
- Your host parents are not expected to clean your bedroom.
- You may add your own personal items to decorate your space, but ask your host family before hanging these things on the walls

### Household Chores

- As a member of the family, you should help with the general household work such as you can offer to clean or set the table.
- You should always clean the kitchen when you finish cooking.
- If you are interested you could help with family meal preparation, taking out the garbage or sweeping the floor.
- You may help with the children by reading to them or playing with them; however, you should not be expected to baby-sit.
- You are not allowed to work in exchange for rent.

### Language Practice

- In order to improve your English, you must practice.
- Your Homestay is an excellent place to practice English.
- Your host family can help you understand how English is spoken in everyday situations and can explain things you do not understand.
- It is also useful to ask students how things are done in their culture in order to allow them to express their experience with cultural difference.

### Cultural Exchange

- Many host families choose to host international students as a way to exchange culture.
- They want to learn about your country and culture.
- When you experience real differences between American culture and your own, it may be interesting to share those differences with your American hosts.
- Sharing differences may also help them understand what you are experiencing in the U.S.



# Appendix





## Appendix 1

### A Crash Course in Culture

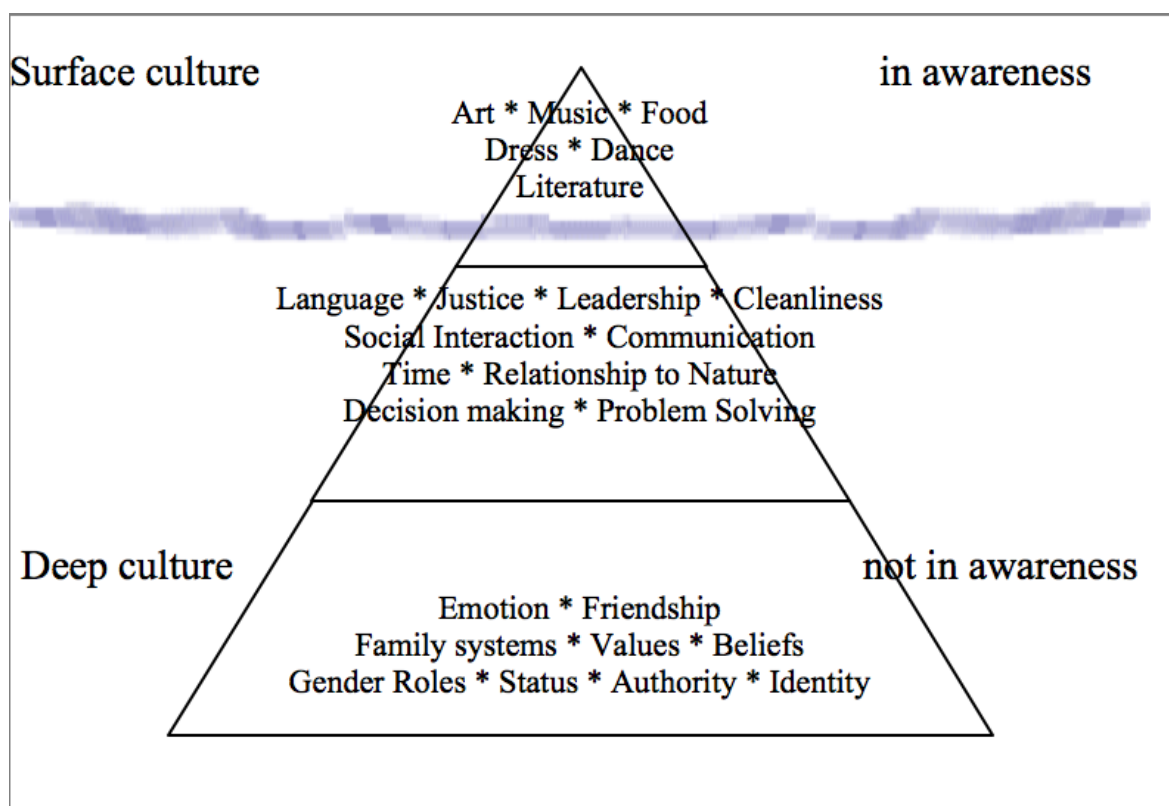
#### The Cultural Iceberg

The metaphor of culture as an iceberg is common to intercultural training and education.

The visible part of the iceberg represents all those aspects of culture that can be easily identified such as music, food, clothing, language, and customs- the kinds of things encountered at festivals or by traveling to another country for a vacation. This part of culture might be regarded as surface culture; it appears above the water.

However, what are below the watermark are often more significant to intercultural interactions. This submerged part of the iceberg can fall under our radar and be inadvertently bumped into, sometimes causing shipwreck. This iceberg section below the water represents values or deep culture. It is this deep culture that influences the perspectives and behaviors that are visible in surface culture.

#### The Sea of Culture



## Some Perceptions and Values that Differentiate Cultures

When discussing cultural differences, it is often necessary to generalize about the identifiable traits of an entire culture. When using generalizations to discuss culture, it is important to remember that identified traits do not necessarily apply to individuals within a culture, but rather to the cultural codes that surround them. Generalizations regarding culture should be understood as a tool for categorizing and not as a vehicle aimed at stereotyping. Generalizations can easily become stereotypical when applied to individuals or select groups instead of referring to cultural traits common to a wide percentage of that culture's members.

Furthermore, all categories used to identify cultural traits exist on a continuum. Very rarely does one culture conform to either extreme of the continuum; rather, it has characteristics within the continuum and simply exhibits stronger tendencies to one attribute or another. In addition, these general cultural traits are often influenced by cultures within cultures. For example, clans or families can have a culture within the larger culture; similarly, work or personal cultures can also create variance for individuals.

### Universalism/Particularism

Cultures have different values regarding the balance of rules and relationships. In many cultures, the formation and retention of relationships outweigh rules and regulations. This difference in orientation may influence how students perceive collaboration, loyalty, or authority. It may also influence how they prioritize responsibilities. For example, a student from a particularist orientation may repeatedly try to find an exception to a rule.

Student from a particularist orientation may also have difficulty adjusting to what they perceive as the 'strictness' of universalist orientations to deadlines, requirements, or expectations. For particularists, a particular situation or relationship often takes priority over established standards.

The following chart adapted from Fons Trompenaars and Charles Hamden-Turner's research indicates the degree to which universalism is valued in different cultures.

**USA Rating: 93 [Scale: 100 = highly values universalism]**

Switzerland	97	Japan	68
Canada	93	Mexico	64
Australia	91	India	54
Netherlands	90	China	47
Germany	87	Russia	44
Poland	74	Korea	37
France	73	Nepal	36

## Individualism/Collectivism

Some cultures value individualism and independence. In such cultures, individuals are encouraged to seek out their own identity, make their own decisions based on their own values, and be ultimately responsible for themselves. In other cultures, identity is conferred by one's membership in a group, extended family, clan, or other social organization. In this context, an individual's contribution to the whole is perceived as more valuable than his or her own desires.

Individualism focuses on independence and freedom; collectivism focuses on group stability and consensus. This orientation may influence a student's comfort level with independence, speaking up or standing out. Students from a collectivist orientation tend to be less comfortable with asserting themselves and will often opt for the status quo to avoid rocking the boat.

The following chart is adapted from the Geert Hofstede website at [www.geert-hofstede.com](http://www.geert-hofstede.com). It illustrates the degree to which individualism is valued in different cultures.

**USA Rating: 93 [Scale: 100 = highly values individualism]**

Australia	90	Brazil	38
United Kingdom	89	Mexico	30
Canada	80	Chile	23
Sweden	71	China	20
Germany	67	West Africa	20
Austria	55	Bangladesh	20
India	48	South Korea	18
Japan	46	Pakistan	14
Russia	39	Colombia	13
Arab World	38	Ecuador	8

## Achievement/Ascription

In some cultures, status is accorded depending on achievement and a person is valued on their own merit. In other cultures, personal achievement may be overridden by ascribed status conferred by age, family, or professional affiliation. This orientation can affect the way students deal with superiors or elders. For many international students respect is accorded by means other than personal achievement; this can be especially difficult for students whose status has been displaced in the USA. This orientation can also affect a student's comfort level with the U.S. tendency to use first names. In many cultures titles confer status and respect and students may find the lack of these confusing.

### Achievement

Doing

Respect based on performance and knowledge

Challenges based on technical or functional grounds

Titles used only when relevant

Germany

### Ascription

Being

Respect based on hierarchy

Challenges not made by subordinates

Extensive use of titles

Examples of cultures which are typically achievement oriented:  
The United States, Britain, Mexico, and

Examples of cultures which are typically ascription oriented: China, Japan, Russia, and Spain

## Neutral/Affective

The ways in which individuals express their emotions vary widely between cultures. In some cultures openly expressing emotion is seen as disrespectful or arrogant. Students from cultures that openly emote may be judged as excitable; whereas those from neutral orientations can be mistaken as cold or reserved. Care should be taken not to stereotype students based on their range of expression.

### Neutral

Cool, self-possessed conduct signals respect

Don't reveal thoughts or feelings

Physical expressions are often taboo

Humor relates to understatement

### Affective

Animated, emotional conduct signals interest

Emotions easily revealed

Physical expressions are common

Humor relates to overstatement

Examples of highly neutral cultures:  
Japan, Britain

Examples of highly affective culture:  
China, Mexico, Italy

The neutral/affective differentiation can easily cause intercultural misunderstandings as it is often observable behavior. Interpreting behavior involves assigning meaning, usually based on our own cultural background. In cross-cultural situations, it is safer to describe the behavior rather than interpret it, at least initially. Eventually meaning must be assigned, but taking a moment to describe the behavior prior to interpreting it can help in avoiding misinterpretations. For example, we see two men yelling on the street and we think 'those men are angry' and assign our interpretation, when in fact, the men are merely excited about a soccer score.

## Monochronic / Polychronic

Monochronic and polychronic are terms used to discuss cultural perceptions of time. Americans tend to be extremely monochronic and are often frustrated by what they perceive as others lack of respect and punctuality. In other cultures time is viewed with more flexibility.



## Monochronic

Time is measurable

Schedules are sacred

Appointments are strict

Preference for making and following plans

be a tricky task. Adopting a communication style that can bridge cultural differences will help to avoid misunderstandings. The use of effective questioning and verification techniques can also be helped when trying to clarify meaning across cultural divides.

## Polychronic

Time is ambiguous

Schedules are subordinate to relationships

Appointments are approximate

Preference for following where relationships lead

## Intercultural Communication

Communicating across cultures can

## Communication Styles

Many misunderstandings in intercultural interactions are the result of different styles of communicating. Higher context cultures tend to be more indirect in their communicative style. A culture is referred to as high context when all members share a common context.

Because context is shared, it is not always necessary for them to be explicit; much communication among members is not stated directly or even verbally. Furthermore, the importance of saving face can influence not only what is said, but how it is said. Direct communicators involved with indirect communicators often misunderstand cues or interpret them from their own orientation.

### Indirect communication

Infer

Suggest / Imply

Non-verbal

Tendency to avoid confrontation

Goal is preserving relationship

Saving face is important

### Direct Communication

Explicit

Say what is meant

Spoken word is meaning

Tell it like it is

Goal is exchange of info

Honesty is the best policy

Cultivating the following qualities can assist with successful cross-cultural communication:

- • **Patience**—Being willing to accept

confusion, frustration, or ambiguity and to try again.

- • **Tolerance and Respect**—Being fair and impartial toward differing values.
- • **Objectivity**—Trying to weigh perspectives from both sides prior to judgment.
- • **Empathy**—Trying to imagine the other's perspective and anticipate their reaction.

## Questions

Generally we use two kinds of questions: Open and closed.

- • Open questions (also called WHO questions) are used to gain more information.
- • Closed questions (also called Yes/No questions) can be used to get affirmation or negation.

**For example:** Did you eat breakfast? Yes or No?

- • What did you eat? I ate toast and fruit. When did you eat? I ate at 7:30.

## Verification Techniques

In cross cultural communication it can also be useful to develop the habit of verifying and clarifying what others have said. Verifying information can both allow the listener to be certain they have understood a statement correctly and provide the speaker with an additional opportunity to clarify their intended meaning. This can be easily accomplished through rephrasing a comment or asking additional information. Some examples are:

**Rephrasing:** "So, what you are saying is ..." "I see, what you believe is ..."

**Questioning:** "Could you explain what you mean by ..." "Would you give me an example..."

**Tips:**

**International students may inadvertently use an incorrect word or phrase when speaking. It may be the case that they unintentionally say something that seems offensive. It is recommended that you use questioning and verification strategies to clarify the intended meaning before becoming upset.**

**Non-Verbal Communication**

Communication styles are complex and involve both verbal and non-verbal cues. Non-verbal communication can involve gestures, expressions, postures, and pauses (or the lack thereof). Research suggests that as much as 80% of communication is non-verbal.

Non-verbal cues vary from culture to culture. For example, some common North American gestures are considered extremely rude in other cultures: pointing with one finger, giving a ‘V’ victory sign, giving a ‘thumbs up’ sign, or giving an ‘OK’ sign.

It is important when dealing with individuals from another culture to remember that the gesture may not have the same meaning in another culture and to try and avoid interpreting gestures from our own cultural orientation.

**Gestures that have a variety of Cultural Connotations**

**Raising the eyebrows**

- Surprise
- Doubt
- Greeting
- Negation

**Smiling**

- Happiness
- Agreement
- Uncertainty
- Embarrassment

**Eye contact**

- Interest
- Challenge
- Aggression
- Impertinence

**Averting the eyes**

- Respect
- Deference
- Disinterest

## The Pause

Pauses in conversation, or “silent conversation,” are misunderstood by low context cultures communicating with high context cultures. In some cultures, silences during conversation are considered valuable for one to consider information prior to formulating a statement or question. Americans tend to become uncomfortable when there is a pause in the conversation, often assuming the other party has nothing to say or does not understand. Worse, we often rush in and say something to keep conversation going, not allowing the other party a chance to contribute.

### Tips

Tell students it is ok to say “I’m thinking” or “one moment please” to indicate that they are preparing a response. Equally, you can invite them to ask for help if they need it by saying “I don’t know the word...” or “Can you say that in a different way?”

## Other Culturally Influenced Concepts

Some other issues that are useful to consider regarding intercultural interactions are:

Concepts of personal space: What proximity creates discomfort, or distrust?

Concepts of time: Is time viewed as linear or cyclical? Is punctuality valued?

The nature of change: Is it viewed positively or negatively? How difficult is individual adaptation?

Gender roles: What is considered appropriate? What values are related to men or woman?

Views of authority / hierarchy: How important is deference and respect?

Styles of humor: What is funny, or distasteful?

Definition of success: When, or how, are people considered successful?

## Modeling Good Intercultural Behavior

Intercultural learning is a lifelong process and we are all at different stages at different times. Even those of us who’ve lived and worked interculturally still find challenges in working/living across cultures. Therefore we encourage you to give yourself credit for trying even when you make mistakes! If you model intercultural behavior, it will help your student learn it!

### Some good ways to model intercultural learning:

- 1) Check in with students often and build trust over time.
- 2) Avoid using terms like “weird” “really different” “strange” to describe clothing, food, or ceremonies. Instead try to use more neutral terms and ask for information about the item.
- 3) Use the Describe, Interpret, Evaluate Method we will discuss at training for areas you are having family difficulty or with new experiences.
- 4) Smile and laugh at yourself when you make mistakes!

# HOST FAMILY AND STUDENT EXPECTATIONS

## HOST FAMILY

### Household Rules

- • Clarify your expectations early on.
- • If you have some specific rules (for example, no television after 10 p.m. or no visitors after 7 p.m.) then put these rules in writing.
- • Be sure students understand any specific rules or preferences, or normally “unspoken” rules in your home. (For example, if a certain chair is reserved for a certain family member.)
- • If possible, explain rationale for rules.

### Food/ Meals

- • Tell student what time you expect them for weekly meal.
- • Provide space in fridge and cupboards.
- • Show them how to use all items in kitchen.
- • Show them how to clean the kitchen.

### Respect

- • Respect cultural or religious differences.
- • Respect student’s privacy in their room.
- • Listen to and ask about additional needs.
- • Be truthful. Express concerns or rules in a respectful manner.
- • Go with them the first time on bus.

### Family Life

- • Treat the student as a member of the family, not as a guest.
- • Treat them as you would wish your own children to be treated in another country.
- • Include the student in family activities where appropriate.

## STUDENT

### Household Rules

- • Each family may have different house rules. Your family should explain these to you.
- • You should talk about the house rules with your host family.
- • Be sure to understand and respect their expectations.
- • If you are not sure what to do, ask questions.

### Food/ Meals

- • Be on time for weekly meal.
- • If you have allergies or serious dislikes, tell your family.
- • Always ask if you do not know how to use something.
- • Always clean the kitchen right after you use it.

### Respect

- • Respect the household rules.
- • Respect cultural or religious differences.
- • Pay rent on time.
- • Be truthful. Express concerns or needs in a respectful way.
- • You must pay the rent on your first day.

### Family Life

- • You are expected to behave as a member of the family, not as guest.
- • Try to participate in family activities; both work and play.
- • Talk to your family about problems or needs.

## Student Homestay Evaluation

**Private and Confidential**

Name of Student \_\_\_\_\_

Student Number \_\_\_\_\_

Please answer the questions by circling the number and/or commenting in the spaces provided:

1. Strongly disagree/very bad/never
2. Disagree/bad/sometimes
3. It is OK/so-so/neutral
4. Agree/quite good/often
5. Strongly agree/excellent/all the time

1. I received some information about Homestay before coming to Salem. That information was helpful.      1          2          3          4          5

What other information would you like to have received before coming to Salem?

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2. My host family is kind, friendly and helpful.      1      2      3      4      5

My host family and I talk together often and they help me with my English.

1            2            3            4            5

3. My room and place to study are good. 1 2 3 4 5

4. My host family and I do things together. For example-

<i>Eating meals</i>	1	2	3	4	5
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Shopping	1	2	3	4	5
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<i>Recreational Activities</i>	1	2	3	4	5
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Watching TV	1	2	3	4	5
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<i>Sightseeing</i>	1	2	3	4	5
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<i>Helping around the house</i>	1	2	3	4	5
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Other \_\_\_\_\_

5. Would you recommend this host family to other students?      Yes      No

Why or why not?

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6. What do you like about Homestay?

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7. Was there anything you did not like about the Homestay experience?

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8. What can International Program staff do to improve the Homestay program for our students?

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9. How long have you stayed with this family? Why are you leaving?

Please explain: \_\_\_\_\_

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Other comments:

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## Statement of Deposit

### Student Agreement

I, \_\_\_\_\_, am hereby giving \$200 as a deposit to my  
(Student Name)

host family \_\_\_\_\_ who live at  
(Host Family Name)

\_\_\_\_\_  
(Address)

I understand that the deposit will be returned to me on the day that I move out if I:

- Stay the entire first term.
- Sign a termination agreement at least 30 days prior to moving out.
- Owe no money to the family.
- And have not intentionally damaged anything.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Host Family and Student Agreement

I (We), \_\_\_\_\_, accept this deposit of \$200 for  
(Host Family Name)

\_\_\_\_\_ to live in my home.  
(Student Name)

I understand that I must return the deposit on the day that the student moves out as long as they:

- Stay the entire first term.
- Sign a termination agreement at least 30 days prior to moving out.
- Owe no money to me/us.
- And have not intentionally damaged anything.

Further, I understand that in the event that I am not going to return the entire deposit, I must submit the reason, in writing, to the International Programs office one week, or seven days, prior to the student moving out.

\_\_\_\_\_  
Host Family Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by (Print)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date





## Termination Notice—Homestay

The student must complete the first part of this form.

**To be eligible for a refund of the security deposit, the STUDENT must:**

1. Complete this form and submit it to the host family at least 30 days before he/she moves out;
2. Pay all outstanding accounts;
3. Ask host family to acknowledge this notice by signing below determining deposit expected to be returned;
4. **Return the completed form to the International Programs immediately.**

I, \_\_\_\_\_, Student K No. \_\_\_\_\_,  
(Student name)

I am giving you notice that I will move out of your home on (month)\_\_\_\_\_ (day)\_\_\_\_\_ year)\_\_\_\_\_

My forwarding address for mail will be:

\_\_\_\_\_  
\_\_\_\_\_

***Thank you for your hospitality!***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**To be eligible to process deposit refund the HOST FAMILY must:**

1. Complete this part of the form.
2. Please give the Homestay coordinator a call if you are not sure about the form or the process.
3. One week before move out date, send a note either by fax or e-mail to International Programs confirming the amount of the deposit to be returned (normally all of it.)
4. **Return the eligible deposit on the day the student moves out.**

I, \_\_\_\_\_ acknowledge this notice on (month)\_\_\_\_\_ (day)\_\_\_\_\_ year)\_\_\_\_\_  
(Host name)

- ☐ **I estimate that this student will not owe** us anything and will be getting the full deposit.
- ☐ **I estimate that this student will need to reimburse me** for the following outstanding expenses which will be taken out of the \_\_\_\_\_ deposit\*; (\*Please attach copies of receipt for outstanding expenses. If you have to wait to find out the exact amount, e.g. telephone bill, estimate the amount for now & contact the IP office with actual amount when known. We advise that you ask your student to use a telephone card once he/she has given you notice.)
- \$\_\_\_\_\_ for \_\_\_\_\_
- \$\_\_\_\_\_ for \_\_\_\_\_
- ☐ Yes, I am available to host another student starting on (month)\_\_\_\_\_ (day)\_\_\_\_\_ year)\_\_\_\_\_.
- ☐ No, we will not be available to host another student at this time.

\_\_\_\_\_  
Host Family Name (Print)

\_\_\_\_\_  
Host Family Signature

\_\_\_\_\_  
Date

**\*\*For official use only**

_____	_____
<b>Date form received in IP office</b>	<b>Homestay Coordinator Signature      Date</b>
<b>Notes:</b>	







